

TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MEETING MINUTES
September 13, 2010

A regular meeting of the Williamsport Mayor and Council was held on September 13, 2010, at the Williamsport Town Hall in Williamsport, MD at 7:00 p.m.

In attendance were:

Mayor James G. McCleaf II
Assistant Mayor Anthony Drury
Councilwoman Joan Knode
Councilman Tim Fraker
Councilman Jim Kalbfleisch
Councilwoman Tearza Knode
Councilman Larry Jessop
Town Attorney, Ed Kuczynski

Also, present Donnie Stotelmyer, Town Clerk

Mayor James G. McCleaf II called the meeting to order. Mayor McCleaf asked all in attendance to stand for a moment of silence followed by the pledge of allegiance.

A motion was made by Assistant Mayor Tony Drury to accept the minutes of the regular meeting of Aug 9, 2010 and the Public Hearing minutes of August 9, 2010. Seconded by Councilman James Kalbfleisch with all voting in favor, motion carried.

Financial Report

Town Clerk Donnie Stotelmyer presented the Town's financial report for August 2010. Councilman Tim Fraker made a motion to accept the report as presented, Assistant Mayor Anthony Drury seconded with all voting in favor, motion carried.

Guests

None

Correspondence

Mayor James G. McCleaf II reported that everyone is invited to attend the 'Remembrance in the Park' Ceremony to be held in the Emergency Services Tribute Gardens at Hagerstown City Park in Hagerstown Maryland on Tuesday September 14, 2010. This annual event is sponsored by the Washington County Citizen Corp, Washington County Government and the City of Hagerstown the event is being held to commemorate and raise awareness for National Preparedness Month.

Mayor James G. McCleaf II read a thank you note from Crescentville UMC. Located at 412 Senter Street in Philadelphia, PA. 19120-1633. Williamsport UMC was the host of the event which was held at Byron Memorial Park on Monday August 2, 2010. They wanted to thank the mayor and council for the use of the park, pool and showers and that they enjoyed visiting.

Mayor James G. McCleaf II read a thank you card from the Mullendore family for the flowers and card the town sent to Doug's fathers funeral.

Mayor James G. McCleaf II reminded the council that the Town of Williamsport will be hosting the Pirates Plunder event scheduled for Sunday September 19, 2010 from 12-8 in town center. Entertainment will be provided by Paint the Sky, Mayweather and the Rhythm Kings. Contests will be held for Best Dressed Pirate, Best Pirate Talk and A Day in the Life of a Pirate Races. A Buccaneer kids area with pirate games for only a buck each. All proceeds benefit the revitalization of the town.

Mayor James G. McCleaf II reported that the next scheduled Washington County MML chapter meeting is being hosted by the Town of Keedysville, Maryland on Monday September 27, 2010 at McClellan Gun Club located at 5241 Red Hill Rd in Keedysville, Maryland. Social hour will begin at 6 pm followed by the evening meal at 6:45 pm. The menu for the evening consists of grilled steak, baked potato, green beans, dessert and plenty of cold beverages. The cost of the meal is \$20, for reservations contact Town Clerk, Donnie Stotelmyer.

Mayor James G. McCleaf II reported that Allegheny Power will need to interrupt the Town of Williamsport electric service on Tuesday September 14, 2010 and again on Friday October 15, 2010 both days the power outages will begin at 8:30 am.

Mayor James G. McCleaf II reported that the National League of Cities (NLC) is pleased to congratulate the Town of Williamsport for winning the 2010 MML achievement award in the small town category. NLC is delighted to hear that the MML had recognized Harvest Hoedown for its support of the local food bank program and its success.

Mayor James G. McCleaf II reported that the Town of Williamsport has been invited to participate in the upcoming 86th annual Alsatia Mummies Parade scheduled for Saturday October 30, 2010 with a start time of 6 pm. A car will be furnished to ride in parade or you may use your own vehicle. Mayor McCleaf held discussion about riding in the parade.

Reports

Board of Elections Supervisor

No Report

Board of Zoning and Appeals

Town Attorney, Ed Kuczynski reported that the Board of Zoning Appeals for the Town of Williamsport heard a request for a special exception for a parking space variance reducing the number of required spaces by 65 spaces. The permit was granted by the Board of Zoning Appeals on September 13, 2010.

History and Museum Board

Mr. Jerry Knode of the History and Museum Board reported that the Williamsport Days event was a big success. Don Corbitt hosted a book talk and signing at the Town Museum about WWII. He will be back to host another event on September 26, 2010. October 8th, 9th and 10th will be the WWII weekend

Planning Commission

Town Attorney, Ed Kuczynski reported that the Planning Commission reported that the most important project currently is the Town of Williamsport's Comprehensive Plan. A public hearing will be held on Monday October 11, 2010 at 6:30 pm at Town Hall to review the plan. Once the hearing is held the mayor and council will need to adopt the Comprehensive Plan to be in compliance with the Maryland state mandate.

Land Use

No Report

Legal Council

Town Attorney Ed K reported that Washington County is ready to adopt their storm water management ordinance mandated by the state of Maryland and he recommends that we follow suit. He will have a resolution for the Town of Williamsport to adopt the county's storm water management plan at the next council meeting.

Code Enforcement

Mayor James G. McCleaf II reported that there has been a lot of activity with the code enforcement. We borrowed a flow meter from Spectrum to measure the water pressure from all of the town's fire hydrants. There were 4 or 5 listed as a problem and they were all fixed. We numbered, opened and tested all 53 hydrants with help of the City of Hagerstown's Water Department.

All information was put into electronic form and had been given to the fire department. The Town was in better shape with the hydrants than we first thought.

Sheriff's Report

Mayor James G. McCleaf II gave the Sheriff's report for August 2010.

Council Reports

Councilman Timothy Fraker reported that pool closed on August 15, 2010, we had a good season. ARE has removed the main pump motor and the baby pool motor. They have been refurbished and stored for the winter season. And the pool has been winterized.

Councilman James Kalbfleisch reminded everyone about the power outages in September and October.

Downes and Associates is currently working on updating the Town's tariff.

Councilwoman Tearza Knode is currently working on Charlie Brown Christmas to be held at Springfield Farm Barn over two weekends. She has been in contact with Springfield Middle School and confirmed the coral groups from the school will participate.

There has been a request from the Adventure Cycling group for permission to use the park. She feels \$200 is not enough to charge the group for use since they are a private organization charging participants \$1090 to participate. She requested we contact Adventure Cycling to see if the price could be renegotiate

Assistant Mayor Anthony Drury reported on August 12, 2010 he attended an International Youth Day event at Town Hall. There were three youths from Williamsport High School that were honored for their commitment the community.

On August 16th the mayor and council attended a meeting with Congressman Roscoe Bartlett at the Community Building prior to a public meeting with the Congressman.

On August 23, 2010 he attended a Bike Night meeting.

Councilwoman Joan Knode reported that the museum is still active and the tenant house is getting paint on it. The barn is getting some electrical upgrades and it is getting ready for upcoming events and pavilion rentals are going good. The boiler in the Community Building will be replaced by a Maryland Energy Grant

Councilman Larry Jessop reported that he wants to report on some safety issues. Speed bumps have been installed in the alleyways throughout town. He has been inspecting some of the problem areas with refuge and yard waste and has been asking residence to clean it up, he has gotten cooperation with this effort.

Problem with medical staff not having access to addresses on the main street, they can only access through the alley. Councilman Jessop is proposing we name the alleyways so the residence would have an address to reflect the main entrance of the property.

Mayor's Report

Mayor James G. McCleaf II reported on the work for economic and community development.

The permitting process has changed, the handling of permits and dissemination of information is being jointly handle between Dave Danfelt, Michael Sparks and if needed Richard Grimm. The process is being outlined and documents have/are being created to reduce the use of outside assistance in simple permitting processes.

The necessary information for code enforcement adoption should be available soon.

The Mayor and council must adopt the new code enforcement before they can be enforced. Enforcement options are being explored and will be presented to the Mayor and Council.

The notification of intent to enforce Minimum Livability codes is underway. Several more property owners will be notified of violations and potential fines. This process is following

the reported property conditions of properties in Town Center and their relevance to revitalization.

The Town's intent to revitalize Town Center and the potential problems that might be encountered has been communicated to the Washington County Permit Office and the Washington County Health Department in hopes of establishing good lines of communication. This communication will allow the Town to develop the correct approach and any documents needed to advance the revitalization process. It is expected that this communication will be ongoing throughout the process.

Communication between all parties has been initiated and ongoing in the expansion process of the Desert Rose Café. This process involves the change of use of a Town Center ground level property from residential to commercial. This process will be necessary for revitalization and is therefore being examined for ways to make the conversion of property use from residential to commercial easier and more likely to happen.

Ongoing communication with Town merchants has continued. The last merchant meeting included discussions of the revitalization effort, sign ordinances and the upcoming Town Center event (Pirate's Plunder). Further communication with merchants not in Town Center has increased and an explanation of the revitalization efforts is being outlined.

Communication with Council members has been increased with a one-on-one meeting to outline the revitalization vision explained whenever possible.

Materials are being produced to further explain the revitalization process and visually depict a revitalized Town Center. These materials will be used to explain the process and projects to gain support in various groups. Several groups have already been spoken with including the Exchange Club, Ministerium and Williamsport Rotary (several times). A meeting on September 23rd with the Lion's Club is scheduled to outline the revitalization effort. Additionally communication with larger companies with possible interest in the process has begun.

Several projects for revitalization are being further explored and information gathered to assess their potential for completion. These projects include the revitalization of the Clock Tower. Potential uses have been examined based on their contribution to the Town and their potential to secure funding. The most likely scenario is being carried out further with the aid of an architectural company. Floor plans have been developed and cost estimates are being determined. Once completed these plans will allow for accurate estimates of operational costs and provide the necessary materials to secure funding. The Town garage adjacent to the C&O Canal is in the beginning stages of determining its potential use and layout. It is expected that ideas and possible plans will be completed soon. Several other buildings in Town Center are being outlined for potential private investors to consider developing.

Securing funding for the pump station project is in its final stages. This funding would supply \$325,000 to the project in the form of a grant. A meeting with the ARC is scheduled for September 24th to go over the paperwork and complete the application process. If funded the

funds would be available after 45 days. Additionally application for funding for the revitalization of Town Center through the ARC is also near completion. This funding would be used for the greening of Town Center, the installation of lamp pole banners, repainting and expansion of bike lanes, permanent bike racks, bike signage, revitalization signage and Town Center printed materials. This funding would have to be co-funded with in-kind money from the Town.

The Pirate's Plunder event is being used to promote the revitalization, showcase Town merchants and explore ways for the Town to make money to help fund the revitalization process. Additionally it is hoped that the event will help in the development of event paperwork to streamline the process and assure proper accounting procedures.

A fundraising campaign called 'Feed the future' is being developed. This campaign will showcase artwork displayed on the parking meters. Each parking meter will be sponsored and the campaign will turn the parking meters into a positive rather than a negative.

The necessary grant workshop to complete the funding of upgrading Town Hall to meet ADA has been completed and is waiting on the execution of the grant agreement to be completed.

A final meeting with the DNR is scheduled for Friday the 17th to review the funds left over from the urban greening grant and complete the requirements of the grant.

Artwork for the Canal waysides is near completion and the signs should be installed soon. Communication with the surrounding towns is continuing and signs for the Parks

Service are being reviewed Tuesday September 14th.

The Maryland Historical Trust will have a grant workshop September 14th in the Springfield Farm Barn.

A bike event in conjunction with the Town of Hancock is being planned.

Events for this year include:

Pirate's Plunder

Cruise-in

Potentially – Gold Star Mother's Day

Harvest Hoedown

WWII Weekend

Halloween

Christmas Parade

Charlie Brown Christmas

Unfinished Business

Mayor James G. McCleaf II reported that (2) bids for the replacement of the boiler at the community building in Byron Memorial Park. The Maryland Energy Administration has not authorized the Town of Williamsport to proceed with this project yet. The Town can not award the project until all documentation and reviews have been completed. The authorization to proceed should be coming soon.

Mayor James G. McCleaf II reviewed with the council the revised concept plan for the pending upgrades to parking, boat ramp restoration and an access road to a small boat ramp launch area, at the River Bottom Park. These plans were submitted by April Rohrbaugh, project manager from Thrasher Engineering. If the Town agrees with the concept plan permitting for this project can begin. Councilwoman Tearza Knode made a motion to accept the plans by Thrasher Engineering for parking expansion, boat ramp restoration and to provide a grass reinforcement mesh road. Seconded by Councilwoman Joan Knode with all voting in favor, motion carried.

Mayor James G. McCleaf II reviewed with the council the bid proposals that were submitted for the Town of Williamsport's Inflow and Infiltration Project (Contract #4 pump stations). Thrasher Engineering #101-020-0963

The bid tabulation is as follows:

1) W F Delauter & Sons	\$1,271,523.80
2) Callas Contractors	\$1,331,000.00
3) Ferri Contracting	\$1,472,000.00
4) Conewago Enterprises	\$1,632,338.00

Thrasher Engineering recommends that the Town of Williamsport award the project to W F Delauter & Sons. The Town should also consider personal experiences with this contractor in considering the award of this contract. Mayor McCleaf held discussion on the bids that were submitted.

Mayor James G. McCleaf II suggested tabling the project and will seek legal council before contract is awarded.

New Business

Town Attorney, Ed Kuczynski reviewed with the council a certification and attestation of transmittal of resolution adopting the Comprehensive Plan of the Town of Williamsport, Maryland 2010 to the mayor and council as it's duly constituted legislative body. Pursuant to the provisions of Article 66B Section 3.07 of the Annotated Code of Maryland, we do hereby certify and attest to the mayor and council of the Town of Williamsport, Maryland, that on the 11th day of October, 2010 the Planning Commission for the Town of Williamsport, Maryland recommended, adopted and passed a resolution adopting the Comprehensive Plan for the Town as set forth on the attached resolution and certified copy of the plan which is incorporated herein and made a part hereof by reference. Councilwoman Tearza Knode made a motion to introduce the Town of Williamsport 2010 Comprehensive Plan as presented, seconded by Assistant Mayor Anthony Drury with all voting in favor, motion carried.

Mayor James G. McCleaf II reminded the council that a notice of Public Hearing has been scheduled for October 11, 2010 at 6:30 pm to consider recommendations of the Planning Commission to adopt a new and revised Comprehensive Plan.

Mayor James G. McCleaf II recommended to the council that the upcoming snow and mowing bids for 2011 will need to be put out to bid. Town Attorney, Ed Kuczynski explained that companies could bid for both. The council agreed to advertise for the Town of Williamsport's mowing and snow removal for the upcoming 2011 season. All voted in favor, motion carried.

Town attorney Ed Kuczynski explained to the council that the Town of Williamsport will have to adopt an ordinance that will address tree care maintenance for the town. This ordinance will put the town in compliance with the urban greening grant that was awarded by the Chesapeake Bay Trust. Mr. Kuczynski explained that this ordinance can be introduced as an emergency ordinance at the next scheduled council meeting on Oct 1, 2010.

Mayor James G. McCleaf II informed the council that the town was awarded a grant from the CDBG. The total amount of the grant awarded was \$40,160, this grant will assist the town with ADA upgrades to make town hall accessible to all residents. Councilwoman Tearza Knode made a motion to accept the grant from CDBG, seconded by Councilman Tim Fraker with all voting in favor, motion carried.

Mayor James G. McCleaf II explained to the council that town attorney, Ed Kuczynski will be drafting an agreement with the legion. This agreement with the legion will allow the town to move forward with the subdivision of the plots. The legion will reimburse the town for all cost incurred. Councilman Tim Fraker made a motion to go ahead with the agreement with Mayor McCleaf signing off on the agreement once it's processed, seconded by Assistant Mayor Anthony Drury with all voting in favor, motion carried.

Mayor James G. McCleaf II introduced Mr. Dave Schriver of Conococheague Little League. Mr. Schriver reviewed with the mayor and council a long term youth baseball user agreement. Under this agreement the town would allow Conococheague Little League exclusive use of areas of Byron Memorial Park specifically the Ebersole, Billy Doub and Nelson F. Deal fields. Town Attorney Ed Kuczynski reviewed with the mayor and council the points in this agreement with Conococheague Little League and pointed out there were several areas that would need adjusted. Mayor McCleaf explained to the council that we would review the agreement and it would be placed on the agenda for the next meeting, no action was taken.

Citizen Participation

Town resident, Carol Spinney of 14 N Artizan St. presented to the mayor and council two proposed zoning amendments. Under Article 11, power amendments under 1100 specifically 1101 c.. She requests that a buffer zone of a 10 feet minimum be placed between all newly constructed commercial property and the homeowner's property. In the buffer zone, rapid growing, well maintained trees and shrubs, a minimum of four to five feet in height at planting initially, to provide a dense border between properties, as well as a retaining wall if elevations are uneven between properties. All architecture of the newly constructed commercial property will be consistent with all architecture of the downtown Williamsport area to reflect the history and age of Williamsport.

She also requested that all household's private trash containers are not to be placed or remain on public sidewalks except for the day of trash removal. If trash containers are not removed within a week after the first notice of removal request is mailed, a fine to be determined by the town council of Williamsport will be levied for each offense.

A motion was made by Councilwoman Tearza Knode, seconded by Councilman James Kalbfleisch, to adjourn, with all voting in favor, motion carried, meeting adjourned.

Respectfully submitted,

Donnie Stotelmyer
Town Clerk
Town of Williamsport